

Office of Financial Institutions
OUTSIDE EMPLOYMENT

I. PURPOSE

To provide criteria for reporting outside employment by OFI employees.


II. POLICY

- A. OFI employees are allowed to engage in outside employment to the extent that it does not interfere with their normal working hours or required overtime, does not interfere with the diligent performance of their assigned duties, and is not a conflict of interest. Employees are required to report in writing any outside employment to the Commissioner, through their supervisor. Employment includes full-time, part-time, intermittent and contractual/consulting work, regardless of whether the work is performed after hours, while on leave, or on a holiday. Outside employment activities conducted during regular working hours constitute payroll fraud.

III. PROCEDURE

- A. The employee must file a written report of any outside employment prior to commencing such employment. Any employment contemplated which may involve a conflict of interest is prohibited. The report must contain a brief description of the job duties, the name of the employer, the nature of the work (regular/intermittent), the estimated number of hours per week, the working hours, the beginning date and expected duration of the job, and a statement by the employee that the employment will not interfere with his/her work at OFI, and that there is no conflict of interest in the outside employment and OFI job duties.

APPROVED BY:



John Ducrest, CPA
Commissioner

**OFFICE OF FINANCIAL INSTITUTIONS
REPORT OF OUTSIDE EMPLOYMENT AND/OR CONTRACTS**

Employee Name: _____ Agency: _____

Employees of OFI are required by OFI policy to report outside employment and/or contracts for services. Please provide the following information.

1. Name of Business Employed/Contracted By:

2. Job Title: _____

3. Duties (Briefly describe duties and/or functions)

4. Work Schedule:

Days of Week _____

Hours of Day _____

5. Does this work draw upon official data or ideas which have not become part of the body of public information?

No _____ If yes, how: _____

6. Does this work relate in any way to the responsibilities, programs, or operations of the agency?

No _____ If yes, how: _____

7. This outside employment will not interfere with my work at OFI.

Signature of Employee

Date